



“How to Guide”

LOGIN & PASSWORD: In order to use this system, you must have your personal log-in and password. If you do not know, or cannot remember your log-in and password, contact your child’s school secretary. They can

reset the password and email it to you or give it to you over the phone. Your child also has a log-in and password to access the system through Skyward Student Access.

1. Go to our Website: www.kewaskumschools.org On the left side, click on Family Access – Skyward. Or, click on the Parent tab at the top of the page and then select Skyward Family Access (depending on your computers settings you may need to allow pop-ups from the site).
2. Enter your Login and Password and click “Sign in” (Remember the last 3 digits of your login are usually zeros (not “O’s”). If you have difficulty logging in, contact your child’s school.
3. At the top of the screen, you will see “My Account”. When you open this, you will have the option to change your login, password and email address. It is recommended that you change your password to something easy for you to remember. Email Notifications are listed at the bottom of this screen. By selecting any of these items, you will receive an auto-email with the requested information (attendance, grades, food service balance). Save any changes made.
4. If you have more than one student, you can view one child at a time by clicking the drop down arrow at the top of the screen where “all students” are listed.
5. You will be able to access/view the following information regarding your child:
 - a) Home – This is the Message Center that staff use to enter messages pertinent to school families.
 - b) Online Forms – If forms are available for families to fill out you will see this tab.
 - c) Calendar –You can “personalize” it for the items you wish to see. Click on “Calendar Options” at the top of the page, choose “Calendar Display” and check or uncheck the boxes. Choose different colors for each child if desired.
 - d) Gradebook – If your child is in middle or high school, you will be able to view the teacher’s gradebook. From the gradebook, you can see if there are any missing assignments or tests. You can click on any grade to see what assignments, tests or projects made up the grade and the breakdown for each of those items. Click on the teacher’s name to send an email.
 - e) Attendance – View attendance for your child for the entire school year. You will also see the classes missed due to the absence.
 - f) Student Info – demographic information regarding your child is listed. If information is inaccurate, you may “Request Changes” in the upper right of the page. Select the area that needs updating. Make the changes and save. The information will be approved at your child’s school and updated.
 - g) Food Service – View your family’s food service account balance. If you are the Head of Household, you will be able to see all deposits, food purchases, etc. for your account. A link to e-funds is available here through “Make a Payment”. E-funds allows you to make on-line deposits to your child’s lunch account. For instructions on how to use e-funds, follow [this link](#).
 - h) Schedule – Your child’s class schedule.
 - i) Discipline – If your child has had discipline issues, the details will be listed.
 - j) Test Scores – Your child’s past standardized test scores will be available on this tab.
 - k) Fee Management – View the fees you have paid and amounts you still owe for your child. Make online payments through e-funds by selecting the “District Link” feature at the top right of the screen, select e-funds.
 - l) Activities (KMS & KHS) – You will find a list of activities your child is currently enrolled in.
 - m) Report Cards/Attachments – Your child’s progress reports are listed here. Click on the report to see the details.
 - n) Health Info – Click Display Options to view your child’s immunization records and/or physical exams (KMS and KHS). View if your child is “in compliance”, or is in need of required vaccinations. For compliance requirements, go to: www.kewaskumschools.org and click on the Parents tab.

If you have questions, please call your child’s school at 262-626-8427 (FES x3000, KES x1100, WES x5000, KMS x2322, KHS x4125 and KCA x4901) or click on the “contact us” button at the top of the screen and select the person you wish to contact.